

# Case Upload

If you are using Petition Preparation Software and it has created the appropriate files you may bypass **Open BK** and **Creditor Upload** and simply upload the information to ECF to file your case.

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

- ◆ Click **Case Upload** hyperlink.
- ◆ Browse and attach the following five required files (you can also attach the Plan for a Chapter 13)

The screenshot shows the 'Open New Bankruptcy Case' form in the ECF system. The form is titled 'Open New Bankruptcy Case' and has a blue header with the ECF logo and tabs for 'Bankruptcy' and 'Adversary'. The form contains six sections, each with a text input field, a 'Browse...' button, and a file path:

- Case information**: Input field, 'Browse...' button, c:\Debtor.txt
- Petition**: Input field, 'Browse...' button, c:\Petition.pdf
- Creditor matrix**: Input field, 'Browse...' button, c:\Creditor.txt
- Chapter 13 plan**: Input field, 'Browse...' button, c:\Plan.pdf
- Certificate of credit counseling**: Input field, 'Browse...' button, c:\Credit.pdf
- Statement of Social Security Number**: Input field, 'Browse...' button, c:\SSN.pdf

At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 33-1

- ◆ Click **[Next]**.
- ◆ Click **Pay Now**, pay your fees as if you were using **Open BK** and continue filing the rest of the documents for the new case. (Judge/Trustee Assignment, fee disclosure, etc).

**NOTE:** If you use **Case Upload** to open a skeleton petition, you cannot use **Case Upload** to file the balance of the schedules. You must file them *separately* under the Miscellaneous Category.

**Case Upload** cannot file to existing cases.